

21 SEP 1955

MEMORANDUM FOR: General Counsel

THROUGH : Director of Personnel

SUBJECT : Postponement of Jury Duty

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1. [REDACTED], an employee of the Services Branch, Records and Services Division, has received a summons from the Municipal Court for the District of Columbia, United States Marshal's Office, to appear in the Municipal Court on Tuesday, 4 October 1955, to serve as a juror during a term of court to commence on that day.

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2. [REDACTED] is responsible for the collection of Agency funds for the Consolidated Charities Drive which combines all charity drives into one campaign. Her work involves considerable liaison and meetings with Key Chairmen throughout the Agency as well as accountability of all pledge cards and funds received during the period of the drive which ends on 31 November 1955.

3. Because of the unusual pressure of work during the limited period of the drive, it is urgently requested that [REDACTED] jury duty be postponed until after 31 November 1955.

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[REDACTED]
Chief, Records and Services Division

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Concurred
[REDACTED]

GS-7 Perso. Relations
Asst.

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